

## LMS User's Guide

The BEACON LMS (Learning Management System) is the system used to store information pertaining to web-based classes, instructor-led training schedules, training histories, location facilities, instructors, and other training-related data.

1. **Logging In** – Go to [http://rod.sumtotalsystems.com/beacon/lang-default/SYS\\_login.asp](http://rod.sumtotalsystems.com/beacon/lang-default/SYS_login.asp) or click on the “Core Users” tab

### Core Users

on the left side of the training web page at BEACON University. Your username is your full email address and your initial password is “password”. You will be prompted to change your password the first time you log into the system.

**Log On**

Please enter your username and password.

Username:

Password:

Forgot your password? [Click here](#)

**Log On**

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2. **The User Home Page** – Once you have successfully logged into the system and changed your password (if applicable), you will see your homepage with a snapshot of your BEACON training activities.

Welcome John Doe

Search:  [Help](#) [GO](#)

**Training** Calendar News

**Current Registration**

List of learning activity structures for which you are registered.

Activity Name
Curriculum: <a href="#">BEACON Training Curriculum</a>
ILT Course: <a href="#">BN 210 - Advanced Benefits Display</a>

[\(More...\)](#)

Current Registration – Instructor-led classes for which you have been registered.

**Completed Registration**

Activity Name
ILT Course: <a href="#">PA 310 - Create and Maintain Employee Data</a>
ILT Course: <a href="#">TM 310 - Leave Administration</a>

[\(More...\)](#)

Completed Registration – Instructor-led classes that you have completed.

**Current Training**

Activities you are currently taking

Activity Name	Start Date
<a href="#">Virtual Session: BC 100 - BEACON Overview of BEACON Training Curri...</a>	
<a href="#">Virtual Session: BC 110 - SAP Basic Navigation of BEACON Training ...</a>	
<a href="#">Virtual Session: BI 210 - BI Reporting Overview of BEACON Training...</a>	
<a href="#">Virtual Session: BN 210 End of Class Assessment of BEACON Training...</a>	
<a href="#">Virtual Session: OM 250 End of Class Assessment of BEACON Training...</a>	

[\(More...\)](#)

Current Training – All classes that you have started, but not completed.

**Upcoming Training**

Activity Name
ILT Course: <a href="#">BN210 PGL 4 Raleigh - OSC Piedmont of BN 210 - Ad...</a>

[\(More...\)](#)

Upcoming Training – Training that you have been registered for and will take place in the near future.

**Assigned Training**

Register for these required or recommended activities.

Activity Name
<a href="#">Course: PA 210 - PA Terms, Concepts, and Display Data of ...</a>
<a href="#">Course: PY 200 / PY 210 - Payroll Overview / Process and ...</a>
<a href="#">Course: PA 320 - Maintain Warnings and Grievances of BEAC...</a>
<a href="#">Course: PY 300 - Payroll for Agencies of BEACON Training ...</a>

Assigned Training – The courses you have been role-mapped to complete.

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3. **Calendar View** – You can also view your upcoming and completed training in the calendar view. Hover your mouse over the class link and a yellow box will appear with more information.

Tuesday, April 08, 2008 11:51:08 AM EDT  
John Doe

Welcome John Doe

Search: [Help](#)

 

Training **Calendar** News

April 2008						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	<div>BN210 PGL 4 Raleigh - OSC Piedmont of BN 210 - Advanced Benefits Display ILT Course Start Tuesday, April 29, 2008 1:00:00 PM EDT End Tuesday, April 29, 2008 5:00:00 PM EDT</div>			25	26
27	28				29	30
April 8, 2008						

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4. **View activity details:** From your LMS homepage, click on an activity under “Current Registrations” or “Upcoming Training” to view the class’s details. You can also click on the activity while in calendar view.

Welcome John Doe

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**Training** Calendar News

#### Current Registration

List of learning activity structures for which you are registered.

Activity Name	Start Date
 Curriculum: <a href="#">BEACON Training Curriculum</a>	
 ILT Course: <a href="#">BN 210 - Advanced Benefits Display</a>	
<a href="#">(More...)</a>	

#### Completed Registration

Activity Name	Completion Date
 ILT Course: <a href="#">PA 310 - Create and Maintain Employee Data</a>	2/19/2008
 ILT Course: <a href="#">TM 310 - Leave Administration</a>	1/1/2008
<a href="#">(More...)</a>	

#### Current Training

Activities you are currently taking.

Activity Name	Start Date
 Virtual Session: <a href="#">BC 100 - BEACON Overview of BEACON Training Curri...</a>	
 Virtual Session: <a href="#">BC 110 - SAP Basic Navigation of BEACON Training ...</a>	
 Virtual Session: <a href="#">BI 210 - BI Reporting Overview of BEACON Training...</a>	
 Virtual Session: <a href="#">BN 210 End of Class Assessment of BEACON Training...</a>	
 Virtual Session: <a href="#">OM 250 End of Class Assessment of BEACON Training...</a>	
<a href="#">(More...)</a>	

#### Upcoming Training

Activity Name	Start Date
 ILT Course: <a href="#">BN210 PGL 4 Raleigh - OSC Piedmont of BN 210 - Ad...</a>	4/29/2008
<a href="#">(More...)</a>	

#### Assigned Training

Register for these required or recommended activities.

Activity Name	Assignment Type	Due Date
 Course: <a href="#">PA 210 - PA Terms, Concepts, and Display Data of ...</a>	Required	--
 Course: <a href="#">PY 200 / PY 210 - Payroll Overview / Process and ...</a>	Required	--
 Course: <a href="#">PA 320 - Maintain Warnings and Grievances of BEAC...</a>	Required	--
 Course: <a href="#">PY 300 - Payroll for Agencies of BEACON Training ...</a>	Required	--

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Locate the session you are registered for, always the lowest level of the activity structure.

## Activity Details

### BN 210 - Advanced Benefits Display

**General Details** ⌵

- [Progress Details](#)
- [Activity Details](#)

**Important Information** ⌵

- [Prerequisites](#)

**I Want To...** ⌵

- [Register myself](#)
- [Register others](#)
- [Cancel registration](#)
- [Add to Favorites](#)
- [Add to development plan](#)

#### Progress Details

Below are the details about your registration and progress towards completing this activity.

📅 **ILT Course:** [BN 210 - Advanced Benefits Display](#)

📅 **ILT Course:** [BN 210 - Raleigh](#)

Tuesday, January 29, 2008 8:00:00 AM -  
Tuesday, April 29, 2008 5:00:00 PM EST

📅 **ILT Course:** [BN210 PGL 4 Raleigh - OSC Piedmont](#)

Tuesday, April 29, 2008  
1:00:00 PM - 5:00:00 PM EDT

**Status:** Registered

[Cancel my registration](#)

[Complete the activity evaluations](#)

#### Location Details:

Name: Piedmont OSC, [http://www.beacon.nc.gov/training/facilities/raleigh\\_beacon.html](http://www.beacon.nc.gov/training/facilities/raleigh_beacon.html)  
Facility: OSC Beacon  
City : Raleigh  
State: NC

#### Instructor Information:

Gayle Hendrix

Note the location for the class. Click on the web link for all of the important location details – Maps, directions, parking, amenities, etc.

#### Activity Details

Below are the general details about the activity.

#### Prerequisites

##### Activity with Prerequisite

[BN 210 - Advanced Benefits Display](#)

##### Requires

[BC 100 - BEACON Overview](#)

[BC 110 - SAP Basic Navigation](#)

[BN 200 - Benefits Display and Reporting](#)

[PA 200 - Personnel Administration Overview](#)

Here are the course prerequisites.

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5. **Launch a web-based activity** – Click on the green arrow next to the web-based activity you wish to launch. IMPORTANT: In order to see the web-based activity, make sure your pop-up blocker is DISABLED. Contact your agency's helpdesk if you need assistance with your pop-up blocker.

## Welcome John Doe

Search:  [Help](#)

### Training Calendar News

#### Current Registration

List of learning activity structures for which you are registered.

Activity Name	Start Date
 Curriculum: <a href="#">BEACON Training Curriculum</a>	
 ILT Course: <a href="#">BN 210 - Advanced Benefits Display</a>	
<a href="#">(More...)</a>	

#### Completed Registration

Activity Name	Completion Date
 ILT Course: <a href="#">PA 310 - Create and Maintain Employee Data</a>	2/19/2008
 ILT Course: <a href="#">TM 310 - Leave Administration</a>	1/1/2008
<a href="#">(More...)</a>	

#### Current Training

Activities you are currently taking.

Activity Name	Start Date
  Virtual Session: <a href="#">BC 100 - BEACON Overview of BEACON Training Curri...</a>	
  Virtual Session: <a href="#">BC 110 - SAP Basic Navigation of BEACON Training ...</a>	
  Virtual Session: <a href="#">BI 210 - BI Reporting Overview of BEACON Training...</a>	
  Virtual Session: <a href="#">BN 210 End of Class Assessment of BEACON Training...</a>	
  Virtual Session: <a href="#">QM 250 End of Class Assessment of BEACON Training...</a>	
<a href="#">(More...)</a>	

#### Upcoming Training

Activity Name	Start Date
 ILT Course: <a href="#">BN210 PGL 4 Raleigh - OSC Piedmont of BN 210 - Ad...</a>	4/29/2008
<a href="#">(More...)</a>	

#### Assigned Training

Register for these required or recommended activities.

Activity Name	Assignment Type	Due Date
  Course: <a href="#">PA 210 - PA Terms, Concepts, and Display Data of ...</a>	Required	--
  Course: <a href="#">PY 200 / PY 210 - Payroll Overview / Process and ...</a>	Required	--
  Course: <a href="#">PA 320 - Maintain Warnings and Grievances of BEAC...</a>	Required	--
  Course: <a href="#">PY 300 - Payroll for Agencies of BEACON Training ...</a>	Required	--

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6. **Register yourself for a web-based activity** – All instructor-led classes require web-based training classes. If you find that you have not completed a web-based prerequisite or simply wish to explore other BEACON training material, follow these instructions to add a web-based activity to your profile.

Welcome John Doe

Click on "BEACON Training Curriculum" link

Search:  [Help](#) [GO](#)

**Training** Calendar News

**Current Registration**  
List of learning activity structures for which you are registered.

Activity Name	Start Date
Curriculum: <a href="#">BEACON Training Curriculum</a>	
ILT Course: <a href="#">BN 210 - Advanced Benefits Display</a>	

[\(More...\)](#)

**Completed Registration**

Activity Name	Completion Date
ILT Course: <a href="#">PA 310 - Create and Maintain Employee Data</a>	2/19/2008
ILT Course: <a href="#">TM 310 - Leave Administration</a>	1/1/2008

[\(More...\)](#)

**Current Training**  
Activities you are currently taking.

Activity Name	Start Date
Virtual Session: <a href="#">BC 100 - BEACON Overview of BEACON Training Curri...</a>	
Virtual Session: <a href="#">BC 110 - SAP Basic Navigation of BEACON Training ...</a>	
Virtual Session: <a href="#">BI 210 - BI Reporting Overview of BEACON Training...</a>	
Virtual Session: <a href="#">BN 210 End of Class Assessment of BEACON Training...</a>	
Virtual Session: <a href="#">QM 250 End of Class Assessment of BEACON Training...</a>	

[\(More...\)](#)

**Upcoming Training**

Activity Name	Start Date
ILT Course: <a href="#">BN210 PGL 4 Raleigh - OSC Piedmont of BN 210 - Ad...</a>	4/29/2008

[\(More...\)](#)

**Assigned Training**  
Register for these required or recommended activities.

Activity Name	Assignment Type	Due Date
Course: <a href="#">PA 210 - PA Terms, Concepts, and Display Data of ...</a>	Required	--
Course: <a href="#">PY 200 / PY 210 - Payroll Overview / Process and ...</a>	Required	--
Course: <a href="#">PA 320 - Maintain Warnings and Grievances of BEAC...</a>	Required	--
Course: <a href="#">PY 300 - Payroll for Agencies of BEACON Training ...</a>	Required	--

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INTEGRITY  
CONSISTENCY  
BEACON  
North Carolina  
Office of the State Controller

Assess Plan Learn

Home > Activity Details

## Activity Details

### BEACON Training Go-Live Group 2

General Details

- Progress Details
- Activity Details

Progress Details

Below are the details about your registration and progress towards completing this activity.

Curriculum: [BEACON Training Go-Live Group 2](#)

Virtual Session: [BC 100 - BEACON Overview](#)

Virtual Session: [BC 110 - SAP Basic Navigation](#)

**Activity Description:**  
This is the listing of Web Based Training courses and

**Status:** Registered

Registered

Registered

**I Want To...**

- Register myself
- Add to Favorites
- Add to development plan

Click on "Register myself" link

Home > Registration Process Thursday, February 14, 2008

## BEACON Training Go-Live Group 2

This is the listing of Web Based Training courses and End of Class Assessments.

Cancel

To register, select your options below. When you are done, click Submit or if payment is required

Submit

Select the activity by checking the box next to it. You may select more than one at a time.

Recommended: All	Status
<input checked="" type="checkbox"/> Curriculum : <a href="#">BEACON Training Go-Live Group 2</a>	
<input checked="" type="checkbox"/> Virtual Session : <a href="#">BC 100 - BEACON Overview</a>	Status: Registration already processed
<input checked="" type="checkbox"/> Virtual Session : <a href="#">BC 110 - SAP Basic Navigation</a>	Status: Registration already processed
<input type="checkbox"/> Virtual Session : <a href="#">BC 120 - ERP Reporting</a>	
<input checked="" type="checkbox"/> Virtual Session : <a href="#">BN 210 End of Class Assessment</a>	Status: Registration already processed
<input type="checkbox"/> Virtual Session : <a href="#">QM 220 End of Class Assessment</a>	
<input checked="" type="checkbox"/> Virtual Session : <a href="#">QM 250 End of Class Assessment</a>	Status: Registration already processed
<input type="checkbox"/> Virtual Session : <a href="#">PA 200 - Personnel</a>	

Click "Submit"

You may now launch the activity by clicking the green arrow next to it.

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